

SAP Concur

PROCUREMENT SERVICES DIVISION



End-USER Training

How to Submit a Retro Expense
Report on Behalf of Another
Employee
(for Site Travel Specialists)

The purpose of this job aid is to show Site Travel Specialists on how to submit a retroactive expense report on behalf of another employee in Concur.

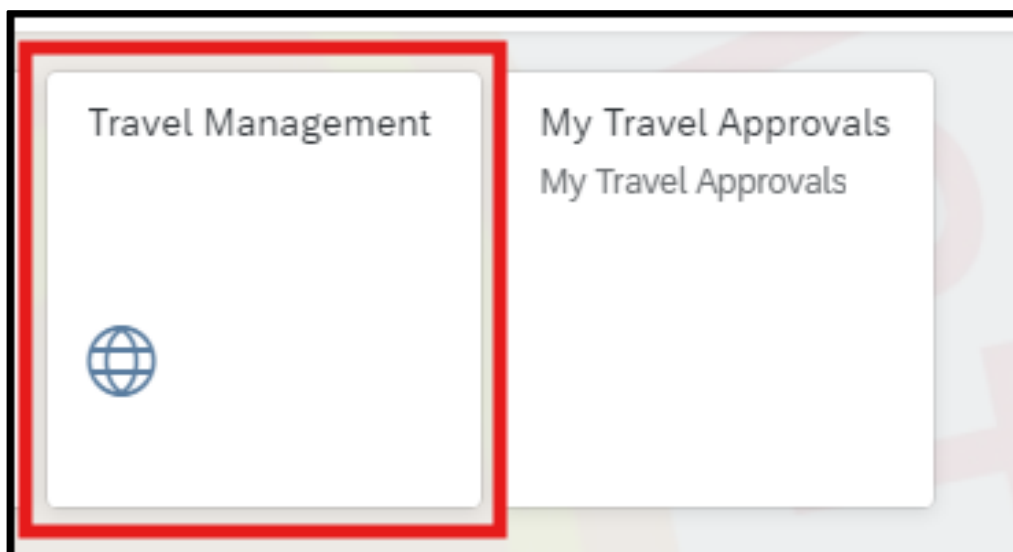
1

To access Concur Travel, log in to your ESS (<https://ess.lausd.net/>) using your SSO (Single Sign On).



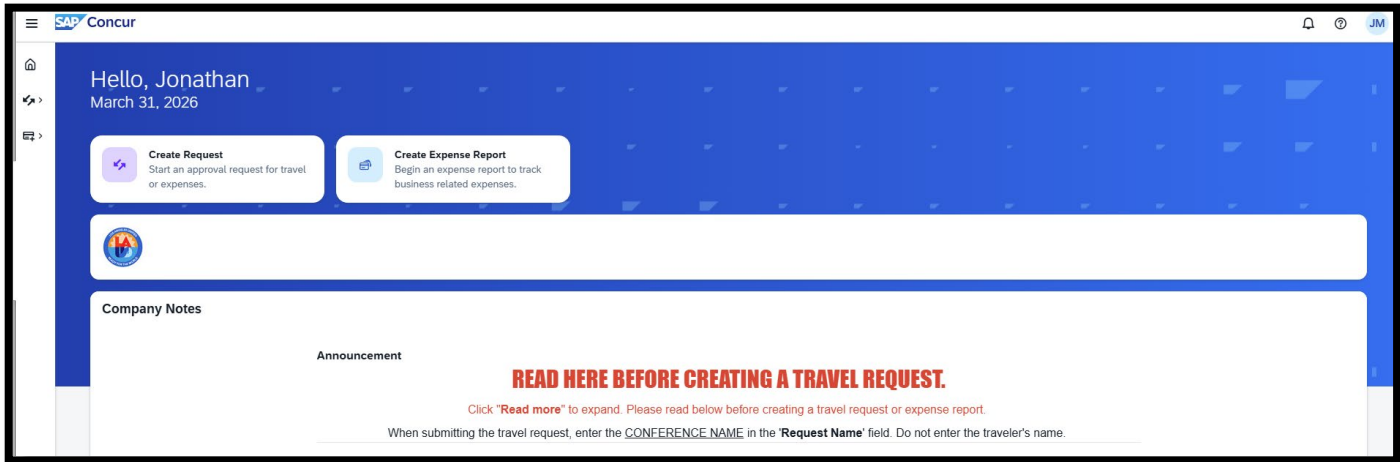
2

Click on the **Travel Management** tile.



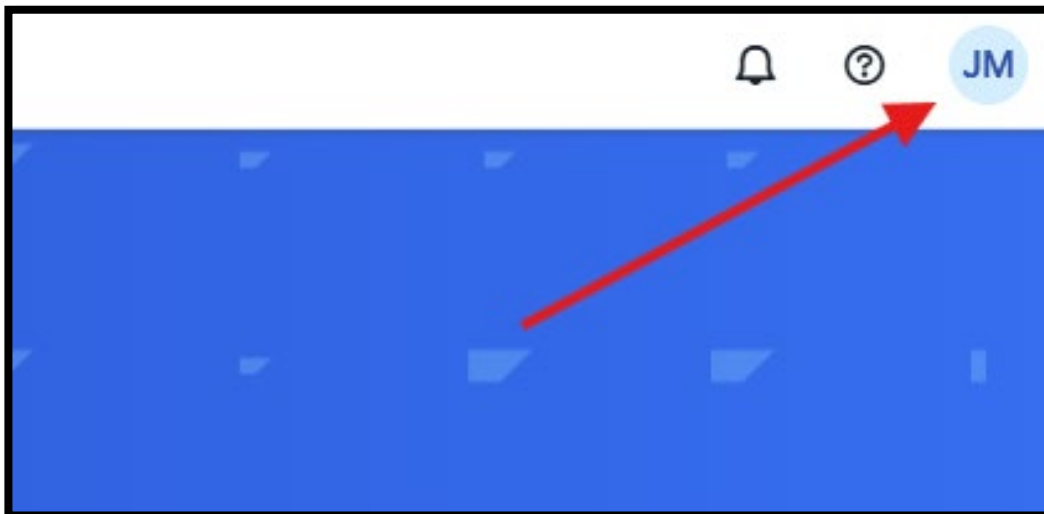
3

You will be directed to the Concur Travel home page. Display may look different depending on your view settings.



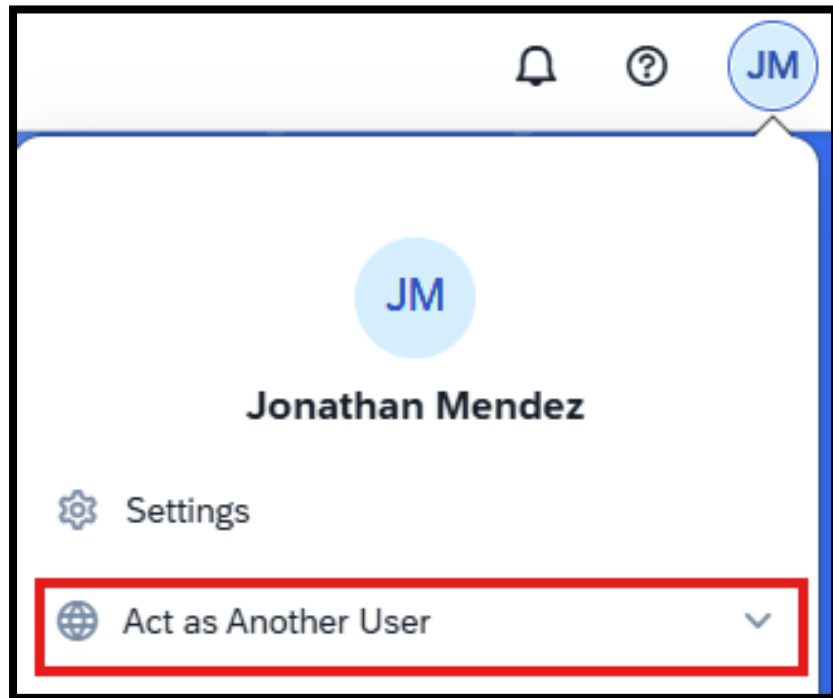
4

Click on **your initials** or **person icon** on the top right corner.



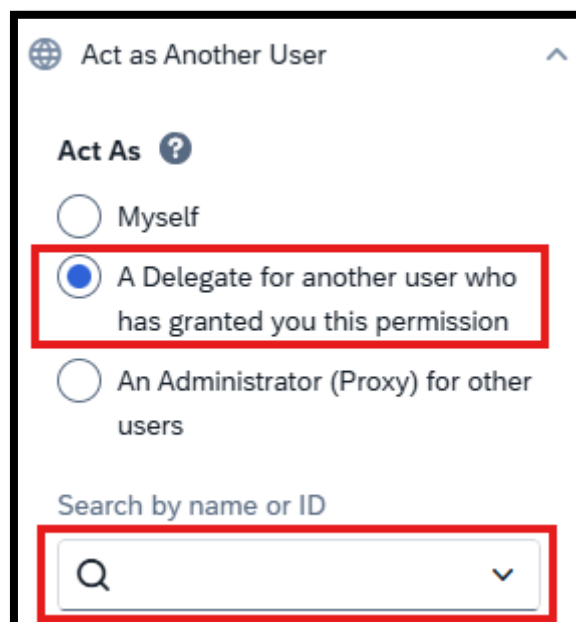
5

Click **Act as Another User**.



6

Choose **A Delegate for another user** then type in the **traveler's employee ID**.



7

Choose the traveler's name, then click **Switch**.

Act as Another User

Act As ?

Myself

A Delegate for another user who has granted you this permission

An Administrator (Proxy) for other users

Search by name or ID

Q Nakamura, Ikumi

Switch

8

Click **Create Expense Report**.

 <p>Create Request Start an approval request for travel or expenses.</p>	 <p>Create Expense Report Begin an expense report to track business related expenses.</p>
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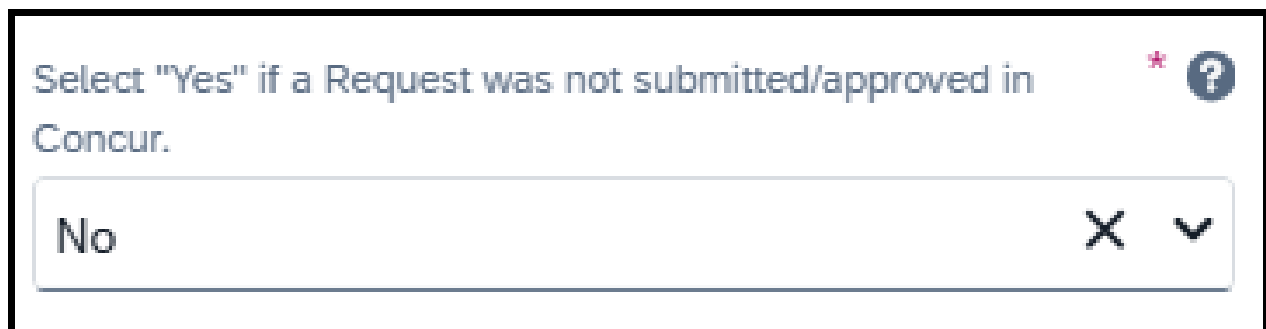
9

Fill in all required fields (*). Double check the **Job Assignment & Job Assignment Cost Center** fields for accuracy.

- **Report Name** – Name of the conference
- **Report Start/End date** – Travel start & end dates

10

Select **Yes** in the field below to enable the report to follow the **retroactive workflow**.



Select "Yes" if a Request was not submitted/approved in Concur. *

No X v

The image shows a screenshot of a web form. At the top, there is a text label: "Select 'Yes' if a Request was not submitted/approved in Concur." followed by a red asterisk and a question mark icon. Below the label is a dropdown menu. The dropdown is currently open, showing the word "No" as the selected option. To the right of the dropdown, there is a red 'X' icon and a downward-pointing arrow icon.

Click **Create Report** to generate the **retroactive expense report**.



Create Report Cancel

The image shows a screenshot of two buttons. The first button is labeled "Create Report" and is highlighted with a red rectangular border. The second button is labeled "Cancel".

A **retroactive expense** report will generate.

The screenshot shows a web interface for a 'Test Retroactive Expense Report \$0.00'. At the top right is a 'Submit Report' button. Below the title, there's a status 'Not Submitted' and 'Report number: 7MJZF2'. Navigation links include 'Report Details', 'Print/Share', and 'Manage Receipts'. The main section is titled 'Expenses' and contains an 'Add Expense' button. Below this is a blue illustration of a desk with a pen, a notepad, and a vase. Underneath the illustration, it says 'No Expenses' and 'Add expenses to this report to submit for reimbursement.'

Click **Add Expense** → **Manually Create Expense** to add an expense type.

This screenshot is similar to the previous one, but the 'Add Expense' button is highlighted with a red box. A dropdown menu is open, showing two options: 'Manually Create Expense' (with a pencil icon) and 'Select from Available Expenses (0)' (with a list icon). Both options in the dropdown are also highlighted with red boxes. The rest of the interface remains the same as in the previous screenshot.

13

To enter a Conference Fee, type in Conference fee, then select **Conference Fees**.

Add Expense to Report

[Create New Expense](#) Select Available Expenses (0)

Select an expense type for the new expense

Confere X Q

Search by expense type, category, description

^ Recently Used

Conference Fees

^ 07. Fees

Conference Fees

14

Enter the conference **Vendor Name**.

New Expense

Details Itemizations Receipt

[Allocate](#)

* Required field

Expense Type *
Conference Fees X v

Transaction Date * Business Purpose
07/17/2025 📅

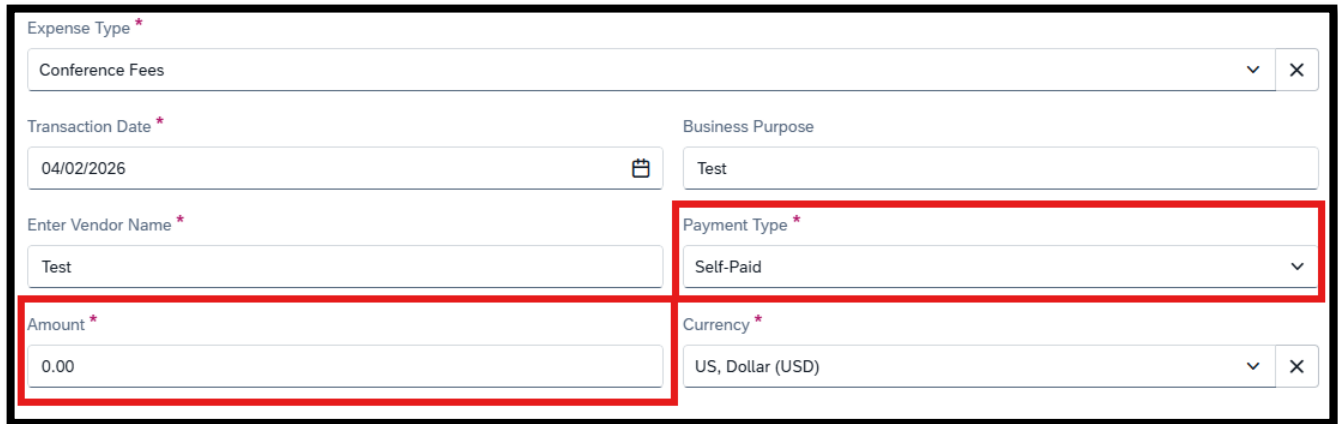
Enter Vendor Name * Payment Type *
 Self-Paid v

Amount * Currency *
 US, Dollar (USD) X v

Click to types fo

15

Update the **Payment Type** to the actual payment method used for each expense. Update the **Amount** to reflect the actual costs as well. Repeat for all expenses.

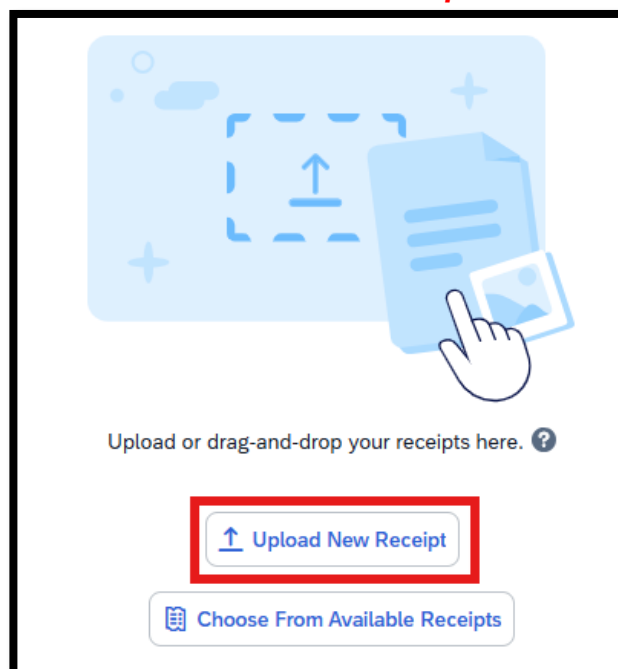


The screenshot shows an expense entry form with the following fields:

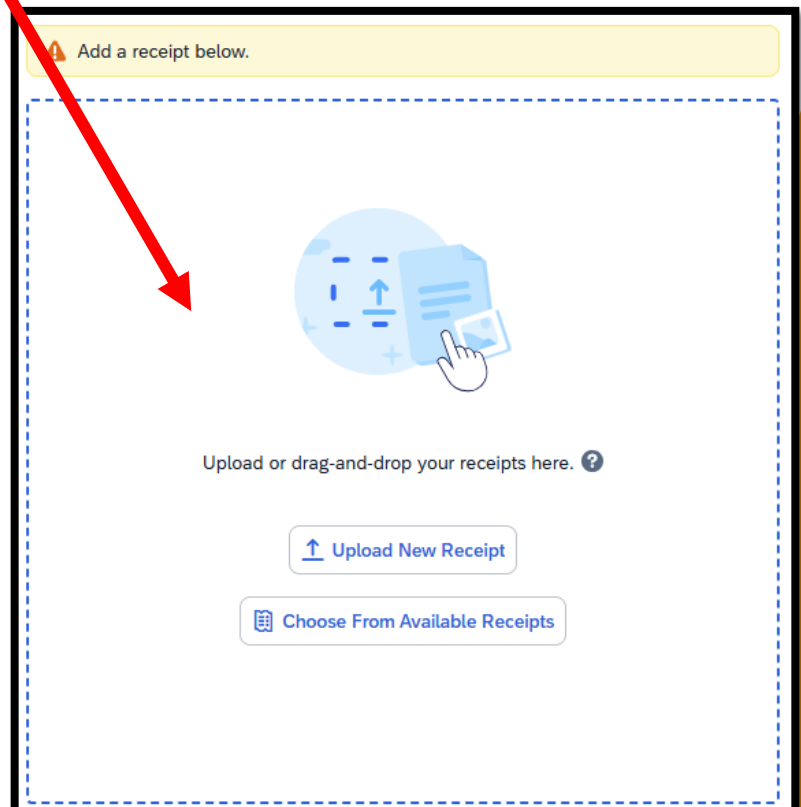
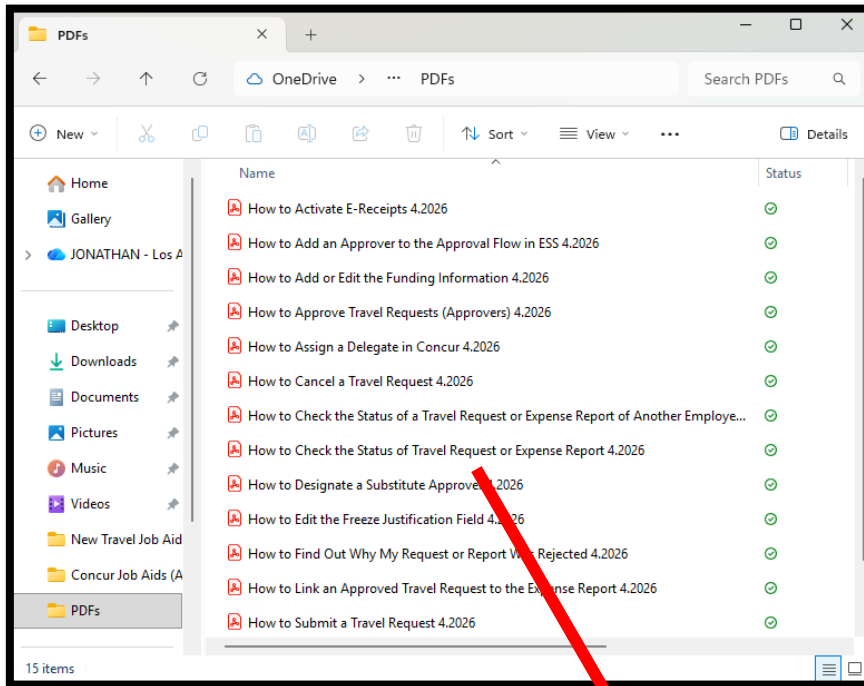
- Expense Type: Conference Fees
- Transaction Date: 04/02/2026
- Business Purpose: Test
- Enter Vendor Name: Test
- Payment Type: Self-Paid (highlighted with a red box)
- Amount: 0.00 (highlighted with a red box)
- Currency: US, Dollar (USD)

16

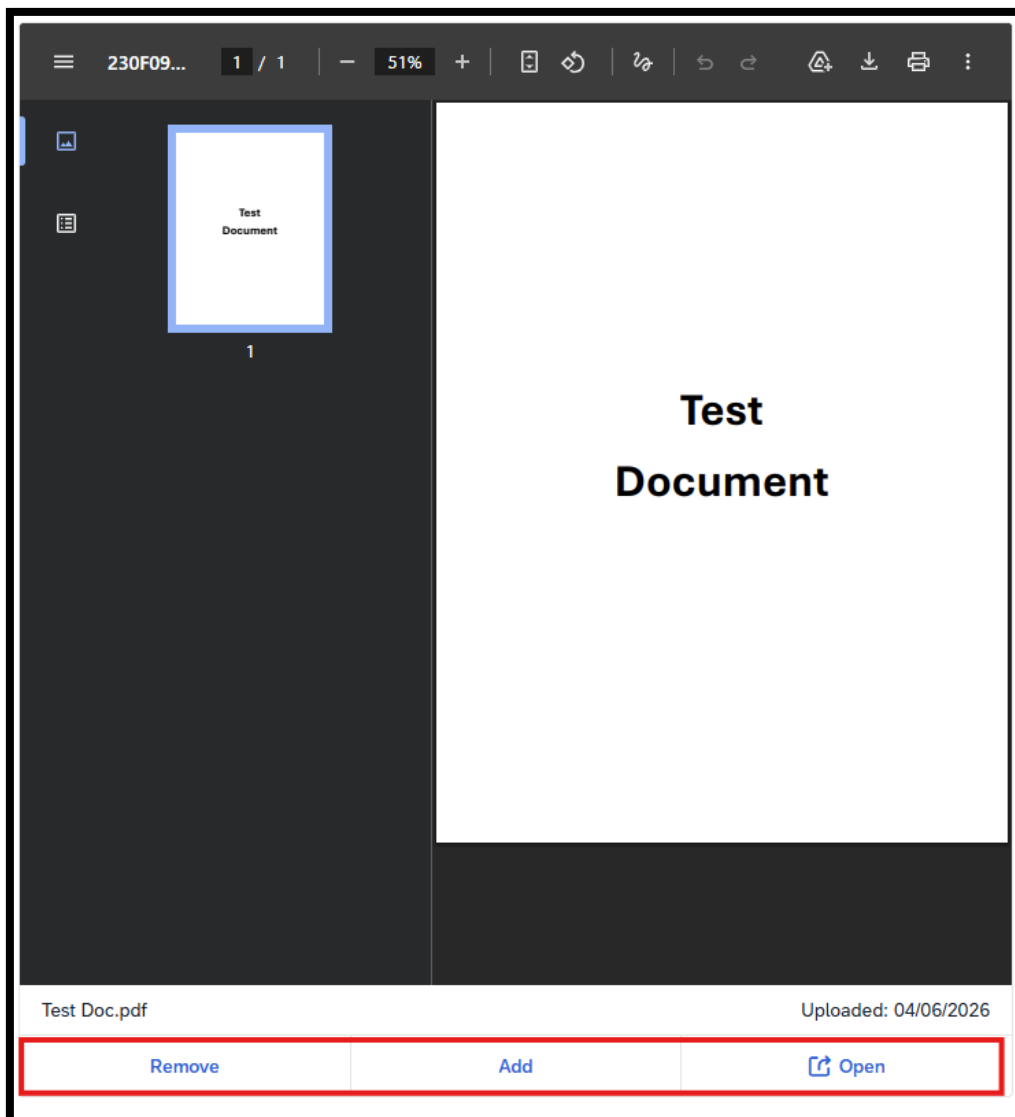
Click **Upload New Receipt** to upload the receipt for each expense directly from your desktop. *Alternate method in step 17.*



You can also drag & drop your **receipt** directly into the box.



Once a document is attached, you can use the **Remove** button to delete, the **Add** button to attach additional documents or the **Open** button to view those attachments in a separate window. Receipts should contain the last 4 digits on the card used. Bank statements may be attached. For questions on what receipts to use, contact Accounts Payable.



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Click **Save Expense**.

The screenshot shows a form titled "Conference Fees \$0.00". At the top right, there are two buttons: "View Alerts" and "Save Expense". The "Save Expense" button is highlighted with a red box, and a red arrow points to it from the "Expense Type" dropdown menu. Below the buttons, there are several input fields: "Expense Type" (set to "Conference Fees"), "Transaction Date" (04/02/2026), "Business Purpose" (Test), "Enter Vendor Name" (Test), "Payment Type" (Self-Paid), "Amount" (0.00), and "Currency" (US, Dollar (USD)).

20

If you are seeking **mileage reimbursement**, click **Add Expense** → **Manually Create Expense**.

The screenshot shows a table titled "Expenses (1)". The table has columns for Alerts, Date, Comment, Receipt, Details, Payment Type, and Requested. The "Add Expense" button is highlighted with a red box, and a dropdown menu is open, showing the "Manually Create Expense" option highlighted with a red box. The table contains one row of data for an expense on 04/02/2026 for \$0.00.

Alerts	Date	Comment	Receipt	Details	Payment Type	Requested
<input type="checkbox"/>	04/02/2026				Self-Paid	\$0.00

21

Search for the expense type by typing **Personal Car Mileage** in the search bar. Select the expense.

The screenshot shows a web interface for selecting an expense type. At the top, there are two tabs: "Create New Expense" and "Select Available Expenses (0)". Below the tabs, the instruction "Select an expense type for the new expense" is displayed. A search bar contains the text "personal" and has a magnifying glass icon on the right. Below the search bar, the text "Search by expense type, category, description" is visible. Underneath, a category "02. Transportation" is expanded, and the option "Personal Car Mileage" is highlighted with a red box.

22

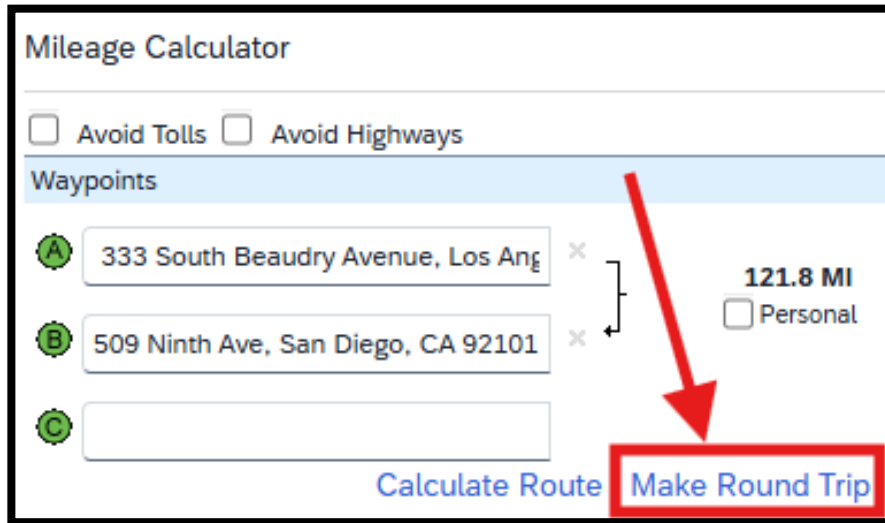
The mileage calculator will appear.

A = Worksite Location
B = Conference Location.

The screenshot shows a "Mileage" calculator interface. It includes a "Mileage Calculator" section with two checkboxes: "Avoid Tolls" and "Avoid Highways". Below this is a "Waypoints" section with two input fields labeled "A" and "B". A red box highlights these two input fields. To the right of the input fields, there is a magnifying glass icon and a double-headed arrow icon. At the bottom right of the calculator, there is a "Calculate Route" button.

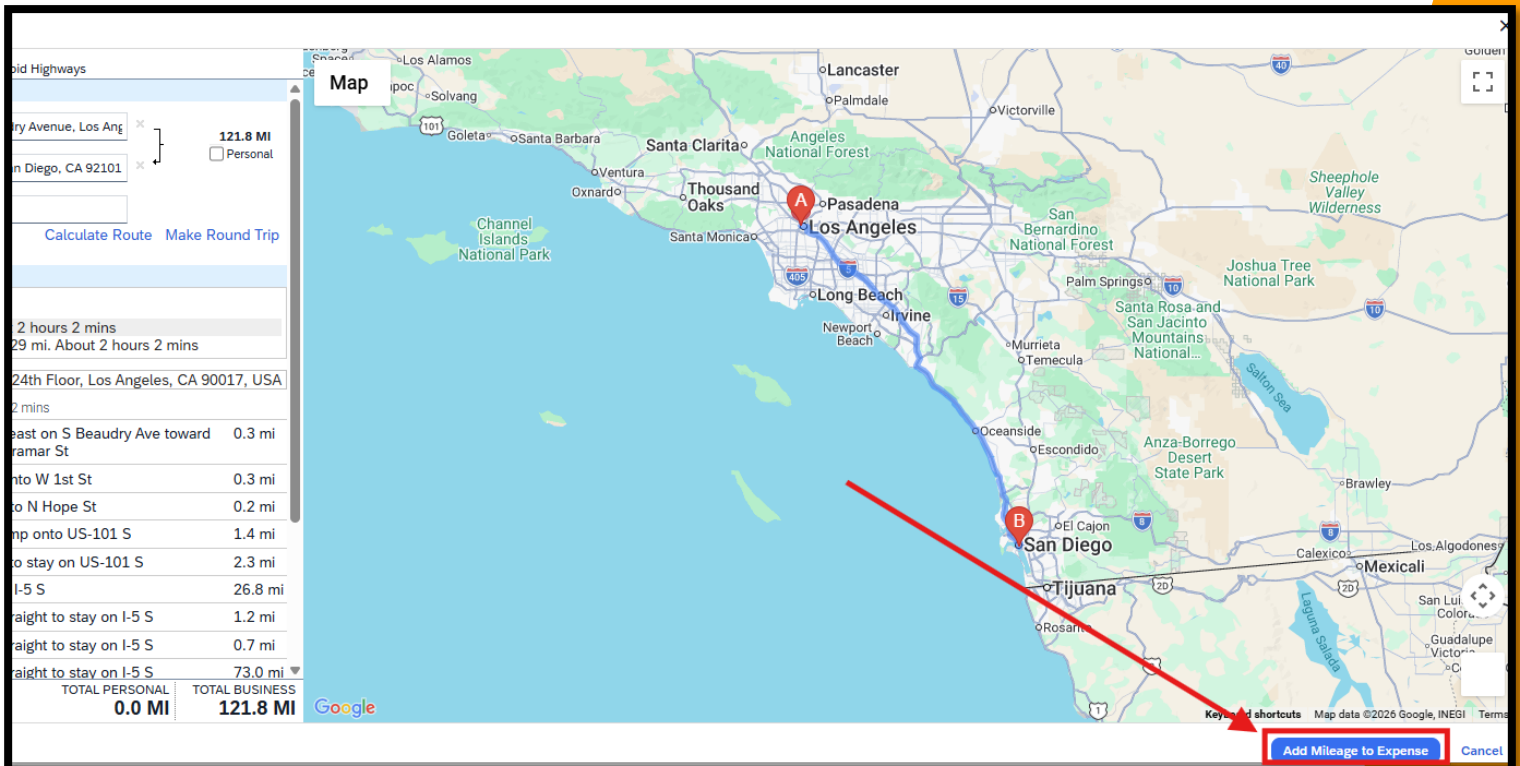
23

To calculate a round trip, click **Make Round Trip**.



24

Click **Add Mileage to Expense**.



25

For **Mileage Type**, select **Travel Mileage**.

Required field *

Expense Type *

Personal Car Mileage

Transaction Date *

04/02/2026

To Location

509 Ninth Ave, San Diego, CA 92101, USA

Distance *

Mileage Type *

Search by Text

Non-Travel Mileage

Travel Mileage

26

Click **Save Expense**.

New Expense

Details Itemizations

Mileage Calculator Allocate

View Receipt

Save Expense

Required field *

Expense Type *

Personal Car Mileage

Transaction Date *

04/02/2026

Mileage Type *

Travel Mileage

Business Purpose *

Test

From Location

333 South Beaudry Avenue, Los Angeles, CA 90017, US

To Location

509 Ninth Ave, San Diego, CA 92101, USA

Payment Type

Self-Paid

Distance *

122

Amount *

88.45

Currency

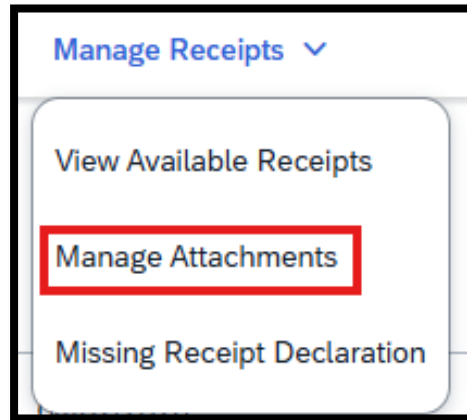
US, Dollar (USD)

Reimbursement Rates

USD 0.725 per mile

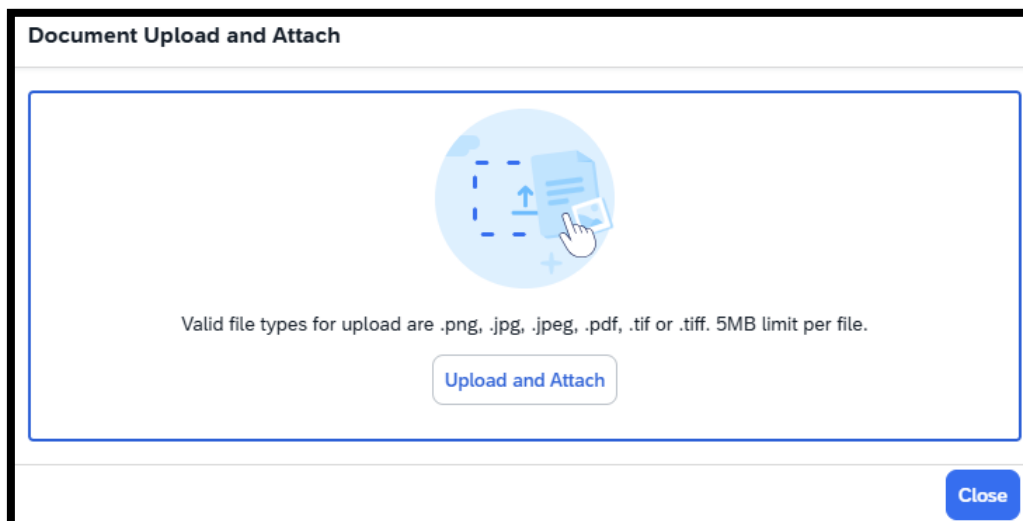
27

To attach **non-receipt** attachments to the **expense report**, click **Manage Receipts** → **Manage Attachments**.



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You can drag & drop the document in the box or click on **Upload and Attach** to search for & attach your file.



Once you add all the expenses, you will need to allocate a valid funding line with sufficient funding allocated in GL 52002 to process your expense report.

To allocate a funding line to the report, select all the checkboxes next to the expenses and then click **Allocate**.

Your Department or school provides the funding line, not the Travel Desk.

CCAIE Conference 2025 \$201.20 Submit Report Delete Report

Not Submitted | Report Number: NJVGNL

REQUEST
Approved
\$0.00

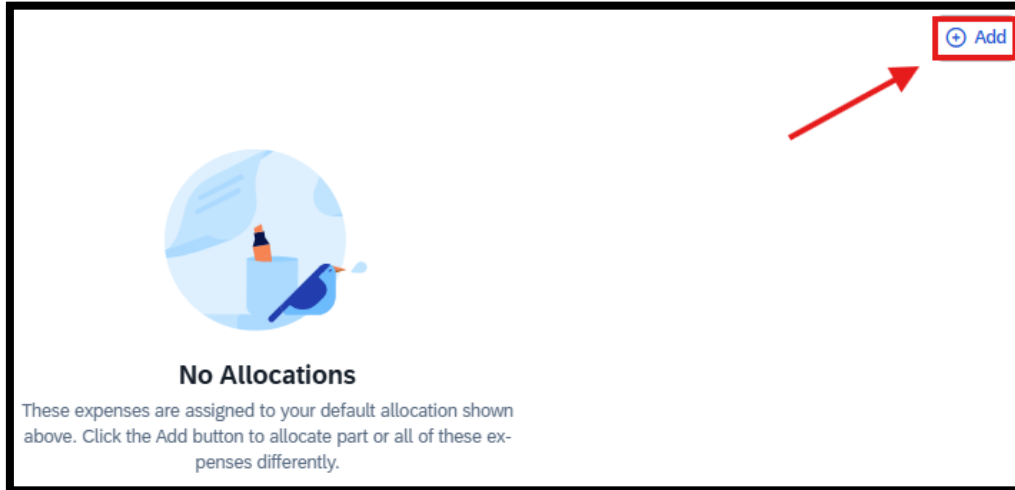
Report Details Print/Share Manage Receipts View Available Receipts

Expenses Add Expense Edit Delete Copy Allocate Combine Expenses Move

<input checked="" type="checkbox"/>	Comment	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested	
<input checked="" type="checkbox"/>			Self-Paid	Personal Car Mileage		05/23/2025	\$151.20 Allocated	...
<input checked="" type="checkbox"/>			*LAUSD District Paid-P-Card, PO, Imprest	Conference Fees	California Council Adult Education (CCAIE)	03/11/2025	\$50.00 Allocated	...
							\$201.20	

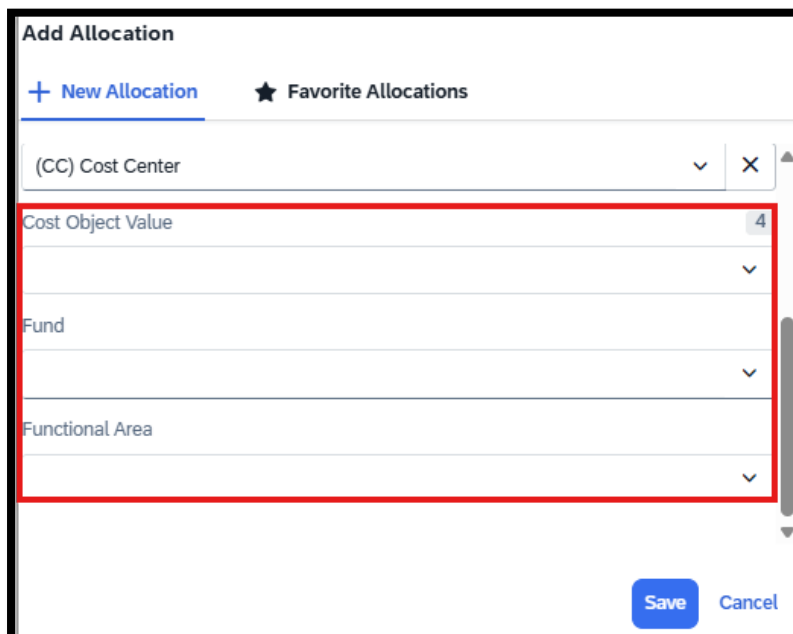
30

Click the **Add** button to enter a **new funding line**.



31

Scroll down & fill out the last three fields; **Cost Object Value (Location Code)**, **Fund**, & **Functional Area**. Include the hyphens.

A screenshot of a form titled 'Add Allocation'. At the top, there are two options: '+ New Allocation' (selected) and '★ Favorite Allocations'. Below this is a dropdown menu for '(CC) Cost Center'. The form contains several input fields: 'Cost Object Value' (with a small '4' in a box), 'Fund', and 'Functional Area'. A red rectangular box highlights the 'Cost Object Value', 'Fund', and 'Functional Area' fields. At the bottom right of the form, there are two buttons: 'Save' and 'Cancel'.

32

Click **Save**.

The screenshot shows the 'Add Allocation' form with the following fields:

- + New Allocation** (selected) and **★ Favorite Allocations**
- (CC) Cost Center**: dropdown menu with a close button (X)
- Cost Object Value**: dropdown menu with value 'Contract Admin and Procurement Services' and a close button (X)
- Fund**: dropdown menu with value 'GF-Unrestricted' and a close button (X)
- Functional Area**: dropdown menu with value 'General Fund Sch Program' and a close button (X)
- Save** and **Cancel** buttons at the bottom right.

A red arrow points to the **Save** button.

33

Click **Save** again in the **Allocations** window.

The screenshot shows the 'Allocations' window with the following details:

- Percent** / **Amount** tabs
- Amount**: \$1,080.35
- Allocated**: \$1,080.35 (100%)
- Remaining**: \$0.00 (0%)
- Default Allocation**: Code **Default**, Percent % **0**
- Allocations (1)**: **Add**, **Edit**, **Remove**, **Save as Favorite**
- Table**:

<input type="checkbox"/>	Logical System	Company Code	Cost Object Type	Cost Object Value	Fund	Percent %	
<input type="checkbox"/>	ECC Production Client	LAUSD	Cost Center	Contract Admin and Procurement Services	GF-Unres	100	...
- Save** and **Cancel** buttons at the bottom right.

A red arrow points to the **Save** button.

34

Ensure all expenses are accounted for. When ready, click **Submit Report**.

Home / Expense / Manage Expenses / CCAE Conference 2025

CCAE Conference 2025 \$201.20

Not Submitted | Report Number: NJVGNL

REQUEST
Approved
\$0.00

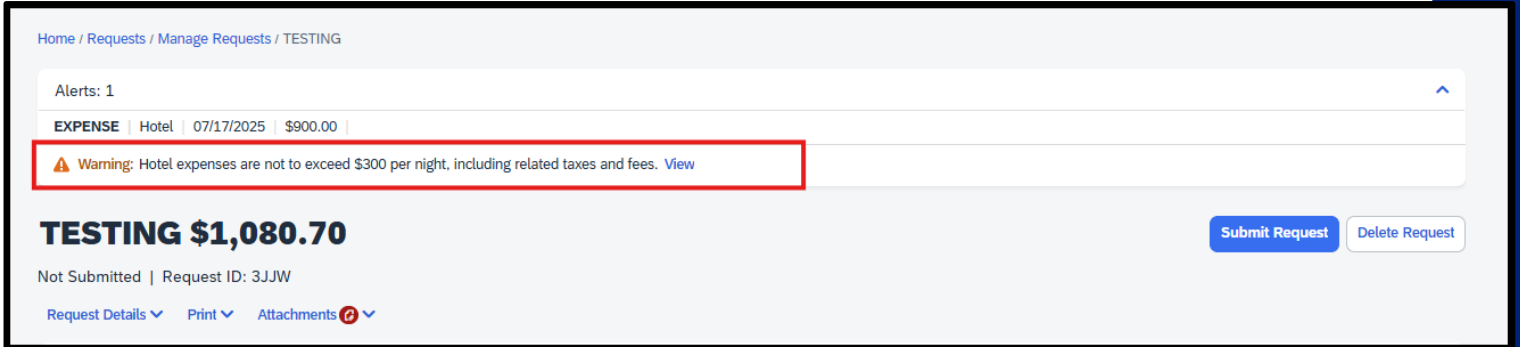
Report Details | Print/Share | Manage Receipts | View Available Receipts

Expenses | Add Expense | Edit | Delete | Copy | Allocate | Combine Expenses | Move

<input checked="" type="checkbox"/>	Comment	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested	
<input checked="" type="checkbox"/>			Self-Paid	Personal Car Mileage		05/23/2025	\$151.20 Allocated	...
<input checked="" type="checkbox"/>			*LAUSD District Paid-P-Card, PO, Imprest	Conference Fees	California Council Adult Education (CCAЕ)	03/11/2025	\$50.00 Allocated	...
							\$201.20	

35

Yellow Warning sign will not prohibit you from submitting the report.



Home / Requests / Manage Requests / TESTING

Alerts: 1

EXPENSE | Hotel | 07/17/2025 | \$900.00

Warning: Hotel expenses are not to exceed \$300 per night, including related taxes and fees. [View](#)

TESTING \$1,080.70

Not Submitted | Request ID: 3JJW

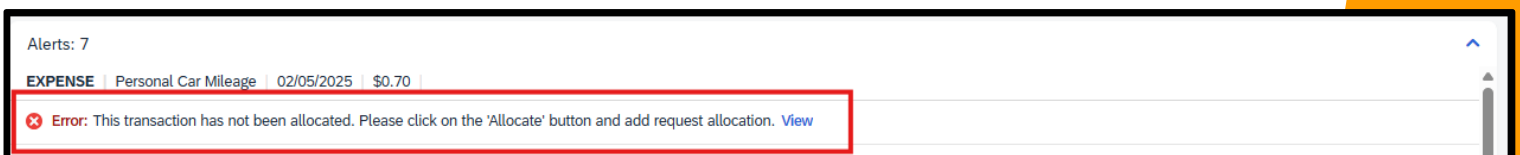
[Request Details](#) | [Print](#) | [Attachments](#)

[Submit Request](#) [Delete Request](#)

Warning: Hotel expenses are not to exceed \$300 per night, including related taxes and fees. [View](#)

36

Red Error message will prohibit you from submitting the report. You will need to correct the error before submitting the report.



Alerts: 7

EXPENSE | Personal Car Mileage | 02/05/2025 | \$0.70

Error: This transaction has not been allocated. Please click on the 'Allocate' button and add request allocation. [View](#)

Error: This transaction has not been allocated. Please click on the 'Allocate' button and add request allocation. [View](#)

If the **report** goes through **budget check** successfully, the system will indicate who the report is **pending with**. Budget check should take 2-5 minutes. Go to **Report Details** → **Edit Report Header**.

If the report fails **budget check**, the report will be rejected (sent back to the traveler).

Not Submitted | Report Number: O368II

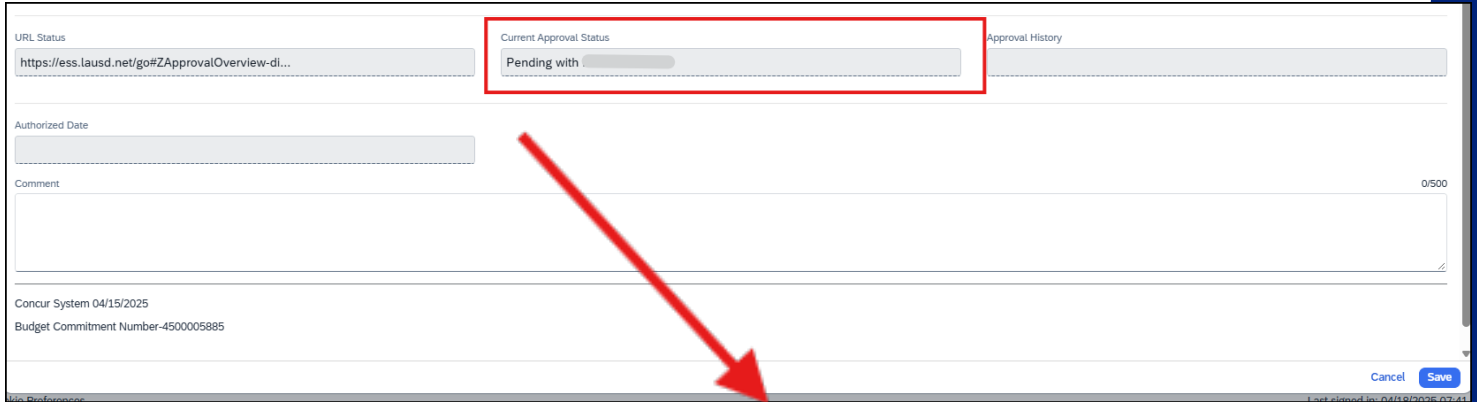
Report Details ▾ Print/Share ▾ Manage Receipts ▾

Report

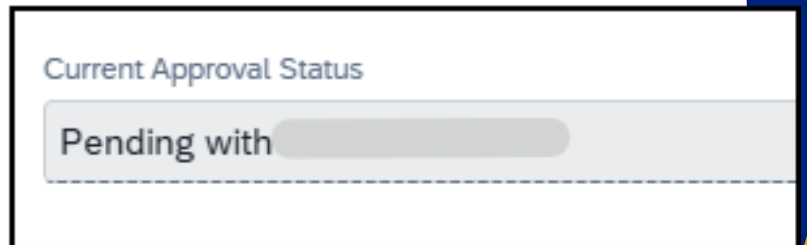
- Report Header
- Report Totals
- Report Timeline
- Audit Trail
- Allocation Summary
- Linked Add-ons
- Manage Requests

Comment↓↑	Receipt↓↑	Payment Type↓↑	Expense Type↓↑	Ve
		Self-Paid	Per Diem	
		Self-Paid	Conference Fees	TE

Scroll down to **Current Approval Status**. It will state the name of the approver.



The screenshot shows a web application interface with several fields. The 'Current Approval Status' field is highlighted with a red box and contains the text 'Pending with [redacted]'. A red arrow points from this field to a callout box below. Other fields include 'URL Status' (https://ess.lausd.net/go#ZApprovalOverview-di...), 'Authorized Date', 'Comment' (0/500), 'Concur System 04/15/2025', and 'Budget Commitment Number-4500005885'. There are 'Cancel' and 'Save' buttons at the bottom right.



Current Approval Status
Pending with [redacted]